

| TRANSCRIPT ORDER   |  |  |                              | FOR YOUR USE ONLY<br>DUE DATE:                       |                 |
|--|--|--|------------------------------|--|-----------------|
| 1. NAME  |  | 2. PHONE NUMBER  |                              | 3. DATE  |                 |
| 4. FIRM NAME   |  |  |                              |  |                 |
| 5. MAILING ADDRESS   |  | 6. CITY  |                              | 7. STATE   |                 |
| 9. CASE NUMBER   |  | 10. JUDGE  |                              | DATES OF PROCEEDINGS                                 |                 |
|  |  |  |                              | 11. 12.  |                 |
| 13. CASE NAME  |  | LOCATION OF PROCEEDINGS  |                              |  |                 |
|  |  | 14. 15. STATE  |                              |  |                 |
| 16. ORDER FOR<br>APPEAL<br>NON-APPEAL  | CRIMINAL<br>CIVIL  | CRIMINAL JUSTICE ACT<br>IN FORMA PAUPERIS                                      |                              | BANKRUPTCY<br>OTHER (Specify)                        |                 |
| 17. TRANSCRIPT REQUESTED (Specify portion(s) and date(s) of proceeding(s) for which transcript is requested.)      |  |  |                              |  |                 |
| PORTIONS   | DATE(S)  | PORTION(S)   | DATE(S)                      |  |                 |
| VOIR DIRE  |  | TESTIMONY (Specify)  |                              |  |                 |
| OPENING STATEMENT (Plaintiff)  |  |  |                              |  |                 |
| OPENING STATEMENT (Defendant)  |  |  |                              |  |                 |
| CLOSING ARGUMENT (Plaintiff)   |  | PRE-TRIAL PROCEEDING   |                              |  |                 |
| CLOSING ARGUMENT (Defendant)   |  |  |                              |  |                 |
| OPINION OF COURT   |  |  |                              |  |                 |
| JURY INSTRUCTIONS  |  | OTHER (Specify)  |                              |  |                 |
| SENTENCING   |  |  |                              |  |                 |
| BAIL HEARING   |  |  |                              |  |                 |
| 18. ORDER  |  |  |                              |  |                 |
| CATEGORY   | ORIGINAL + 1<br>(original to Court,<br>copy to ordering party) | FIRST<br>COPY  | # OF<br>ADDITIONAL<br>COPIES | DELIVERY INSTRUCTIONS<br>(Check all that apply.)     | ESTIMATED COSTS |
| 30 DAYS  |  |  |                              | PAPER COPY<br><br>PDF (e-mail)<br><br>ASCII (e-mail) |                 |
| 14 DAYS  |  |  |                              |  |                 |
| 7 DAYS   |  |  |                              |  |                 |
| DAILY  |  |  |                              |  |                 |
| HOURLY   |  |  |                              |  |                 |
| REALTIME   |  |  |                              |  |                 |
| CERTIFICATION (19. & 20.)<br>By signing below, I certify that I will pay all charges<br>(deposit plus additional). |  | E-MAIL ADDRESS   |                              |  |                 |
|  |  | NOTE: IF ORDERING MORE THAN ONE FORMAT,<br>THERE WILL BE AN ADDITIONAL CHARGE. |                              |  |                 |
| 19. SIGNATURE  |  |  |                              |  |                 |
| 20. DATE   |  |  |                              |  |                 |
| TRANSCRIPT TO BE PREPARED BY   |  |  | ESTIMATE TOTAL               |  |                 |
| ORDER RECEIVED   |  | DATE   | BY                           | PROCESSED BY   | PHONE NUMBER    |
| DEPOSIT PAID   |  |  |                              | DEPOSIT PAID   |                 |
| TRANSCRIPT ORDERED   |  |  |                              | TOTAL CHARGES  |                 |
| TRANSCRIPT RECEIVED  |  |  |                              | LESS DEPOSIT   |                 |
| ORDERING PARTY NOTIFIED<br>TO PICK UP TRANSCRIPT   |  |  |                              | TOTAL REFUNDED                                       |                 |
| PARTY RECEIVED TRANSCRIPT  |  |  |                              | TOTAL DUE  |                 |

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